

## Springfield Primary Academy

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Principal: Mr A Willett



Care, Collaboration, Challenge

Thursday 3<sup>rd</sup> September 2020

Dear Parent

We hope that you've had a lovely summer holiday and we are looking forward to welcoming your child back to school on Monday 7<sup>th</sup> September.

Over the holiday, there have been a number of government guidelines that have been updated. We have updated our opening plans and risk assessment accordingly. Both of these have been scrutinised by the trust and agreed.

As you know, there will be a number of changes to our 'normal' day.

### Start and End of the School Day

Government guidelines state that we have to continue to have a staggered start and end to the school day, to ensure social distancing coming in to school and on the playground. We will continue to organise this by initial of surname, so that siblings can be dropped off and picked up at the same time. **Please do not contact the school office regarding your child's start and finish time, as we are not able to change it.**

Surname	Start time	Finish time
A-I	8.50am	3.20pm
J-R	9.00am	3.30pm
S-Z	9.10am	3.40pm

Please ensure that you are prompt when dropping and picking up so that we can avoid large groups of parents congregating on the playground. Both the KS1 entrance into school and the Lavenham Road gate will be open from 8.40am until 9.20am and from 3.10pm until 3.50pm. There will be no access into the car park until further notice, without permission of the Principal.

In terms of dropping off points, nursery children should be dropped off at their usual entrance at the back of the school. Reception children will use the entrance at the back of the school (this is a change to the letter that went out in July). Year 1 and 2 children will use their classroom doors on the KS1 playground. Mrs Capes/Mrs Orhan's class will use the tunnel entrance on the key stage 2 playground as will Year 5 and 6 children. Mrs Forman's class and Mrs Stanforth's class will use their classroom doors on the key stage 2 playground.

Children will leave by these doors at the end of the day.

**Under no circumstances will parents be allowed into school.** If you need to get in touch with your child's class teacher please email them, leave a message on Class Dojo, or contact the school office. We will endeavour to get back to you as quickly as possible. If you need to speak to the office

staff in person, we are currently only allowing one person in at a time. If you need to wait outside, please adhere to social distancing guidelines.

In order to minimise the number of people on site, I would be grateful if only one adult bring the child onto site. If a younger child accompanies you, please ensure that they stay with you. We are still encouraging 2 metre social distancing on the playground for all parents.

Please be aware that until further notice, the trim trail is out of use.

## **The School Day**

Each class will be its own bubble, within a larger bubble. Nursery and Reception make up one of these larger bubbles, and then Years 1 and 2, Years 3 and 4 and Years 5 and 6 make up three other larger bubbles. For the majority of the day, your child will remain within their own class. There will be some times where they will mix with other children within their larger bubble – for playtimes and lunchtimes, for example.

We will limit movement around school as much as possible. Playtimes will be staggered, to avoid bubbles mixing.

Wherever possible, children will be seated side to side and desks will be positioned in classes to allow for this.

## **Lunches**

We will be offering our usual hot meal service when we return. For Reception and Year 1 and 2 children, provision is free. For Nursery children and children in Key Stage 2 meals will be charged at £1.50 for the first four weeks of term. After that, they will cost £2.25. All meals must be booked through Parent Pay, by the Monday of the week before the meal is taken.

Due to social distancing restrictions, Reception and Nursery will have lunch in the hall, Year 1 and 2 in the dining room and Key Stage 2 will eat in their classrooms. Key Stage 2 hot meals will be taken to classrooms in thermo boxes, to ensure food remains hot.

## **Managing Hygiene/Illness**

Each larger bubble has their own designated toilet areas, which will be cleaned at lunchtime and at the end of the school day. Soap, hand sanitiser and disposable tissues are available in all classrooms and children will be required to wash their hands on a regular basis throughout the day. **The hand sanitiser is alcohol based. If you would prefer your child not to use this, then please contact the school office.**

Wherever possible, classroom doors and windows will be kept open to allow for good ventilation. Tables will be wiped at playtimes and before and after lunch and resources that are shared between bubbles will be cleaned before being used. Laptops and ipads will be cleaned after every use. Playground equipment will not be shared across bubbles.

Wherever possible, adults will only work within one larger bubble.

If a child becomes ill during the school day, depending on symptoms, they will be isolated until a parent can pick them up. If a child has coronavirus symptoms, they and their siblings will be sent home to self-isolate. Tests will be available and can be booked through the government website.

The government are asking that everyone engage with the Test and Trace process. Parents will need to disclose any Test and trace results to school so that we can limit any spread of the virus.

### **What Your Child Will Need to Bring**

From September, there is an expectation that your child wears full school uniform. They can bring their lunch box, water bottle and a bag/book bag. Children will also need their PE kit. The academy has adopted a new PE top that can be purchased from Greenswear. However, your child can still wear their current PE top if it still fits them. We suggest that PE kit is left in school for the week. For younger children, this could be for the half term.

Following guidance from the Department for Education, children will not be allowed to wear facemasks in school.

### **Class Dojo**

Class Dojo is a free, online learning platform that we use as a school. It is really important that all of our parents sign up to this as it is a vital way in which we communicate with parents, both as a class group and individually too. If you are connected to Class Dojo and your child has to self-isolate in the Autumn term, then we can immediately provide work for your child for that time. We will be in touch early in September with instructions of how to connect to your child's new class. In September, all classes will be using Class Dojo points as a reward system. When you sign up to your child's Class Dojo account, you will get weekly reports of the points your child has gained.

### **Homework**

Government guidelines now say that it is fine to send reading books and work home. All children will have a homework book and a homework menu will be sent home on a half-termly basis. We will continue to put work onto Class Dojo, such as spellings, where appropriate and continue to use Bug Club, our online reading scheme.

### **Breakfast and After School Club**

I am pleased to inform you that from Monday 7<sup>th</sup> September, both breakfast and after school club will be operating, as normal, from 7.45am until 9am and from 3.30pm until 5.30pm. Due to the strict guidelines in managing this provision during the pandemic, sessions must be booked and paid for in advance. We **will not** be able to accept any child that has not had a place booked for them. All bookings must be made through Parent Pay, at least **72 hours** in advance.

Following government guidelines, breakfast and after school club will be split into consistent groupings during each session. Nursery, Reception and Key Stage 1 children will make up one group and Key Stage 2 children another group. This will mean that your child may be mixing with children from at least one other 'bubble' from within school and may not be with their sibling.

### **Behaviour Policy**

Our behaviour policy has been updated in light of the pandemic. A section has been added regarding expectations in school during the coronavirus pandemic. The policy can be found at <https://springfieldprimaryacademy.net/important-information/policies>

## **Attendance**

As I am sure that you are aware, from September, attendance in school is once again compulsory. If you have any concerns about sending your child back into school, please do not hesitate to contact us.

If your child is absent, for any reason, please contact the school office each day of absence.

I hope that the plans that we have put in place reassure you and your child. We are very excited to be able to welcome everyone back from the 7<sup>th</sup> September and are looking forward to working with you and your child.

Yours faithfully

*A. Willett*